



USDA eAuthentication Account Registration Aid

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This document details how USDA customers and employees can obtain a USDA eAuthentication account that allows access to USDA Web applications and services protected by eAuthentication. Customers may obtain an account with Level 1 or Level 2 access while USDA federal employees may obtain an account with Level 2 access. These accounts are obtained through an electronic self-registration process.

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Customer Level 1 Access Self-Registration Process

To obtain a Level 1 USDA eAuthentication account, all customers must go to:
<https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>.

The four (4) steps to self-register are:

- STEP 1 of 4: Registration Form Completion
- STEP 2 of 4: User Information Verification
- STEP 3 of 4: Activation Instructions Notification
- STEP 4 of 4: Account Activation

STEP 1 of 4: Registration Form Completion

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length. Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
Password	<ul style="list-style-type: none">• 9 to 12 characters long• Contains at least one uppercase letter• Contains at least one lowercase letter• Contains at least one number or a special character: ! # - \$ % * = + : ; , ? ~• May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers.• May not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. Please note: Your password will expire after 180 days.
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.
Country	Please select the country you currently reside in.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
------------	----------

Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.

After entering the information on the initial screen, click **Continue**.

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[click here](#) for additional requirements

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*: **Email address must be valid to complete registration**

Confirm Email*:

[Reset](#) [Continue](#)

Figure 1: Registration Form

STEP 2 of 4: User Information Verification

On the following screen, verify the information and then click **Submit**.

USDA United States Department of Agriculture
USDA eAuthentication

login : Y2
Password :

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account**
- Update your account

Employee Links

- Local Registration
- Authority Login

Create an Account

Level 1 Access
Step 2 of 4: User Information Confirmation

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID:	testuser1
Password:	** Not Shown **
First Name:	testFirst
Middle Initial:	
Last Name:	testLast
Home Postal/Zip Code:	
Country Name:	United States
Email:	testuser1@email.com

Please verify that your information is correct before clicking the Submit button.

Back Submit

Figure 2: User Information Verification

SECURITY CAUTION!

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share your password or write it down in an insecure location.

STEP 3 of 4: Activation Instructions Notification

After submitting your account information, the next screen informs that an activation email will be issued to you, communicating your registration status and the necessary steps to complete the USDA Level 1 Credentialing process. Print this page for your future reference and verify your email address.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account**
- Update your account

Administrator Links

- Local Registration
- Authority Login

Create an Account

Level 1 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations Test xxxxx, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@ftc.usda.gov** with the subject line of 'Action Required:Instructions to Activate your USDA Account with Level 1 Access'

Step 4 is contained within this email, and is as simple as clicking a link to activate your account.

The User ID you created is : Testxxxxx

The email address you provided is: testuser1@email.com

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.

If after 24 hours you do not receive the confirmation email:

- 1.Check your email provider filters.
- 2.Check your personal email filter settings.
- 3.Contact the ITS Service Desk at **eAuthHelpDesk@ftc.usda.gov** or 800-457-3642. Please provide your User ID, first and last name, and email address.

Close Window

eAuthentication Home | USDA.gov | Site Map
 Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Figure 3: Activation Instructions

STEP 4 of 4: Account Activation

You must verify your email address by clicking on the **ACTIVATE MY ACCOUNT** link within this email:

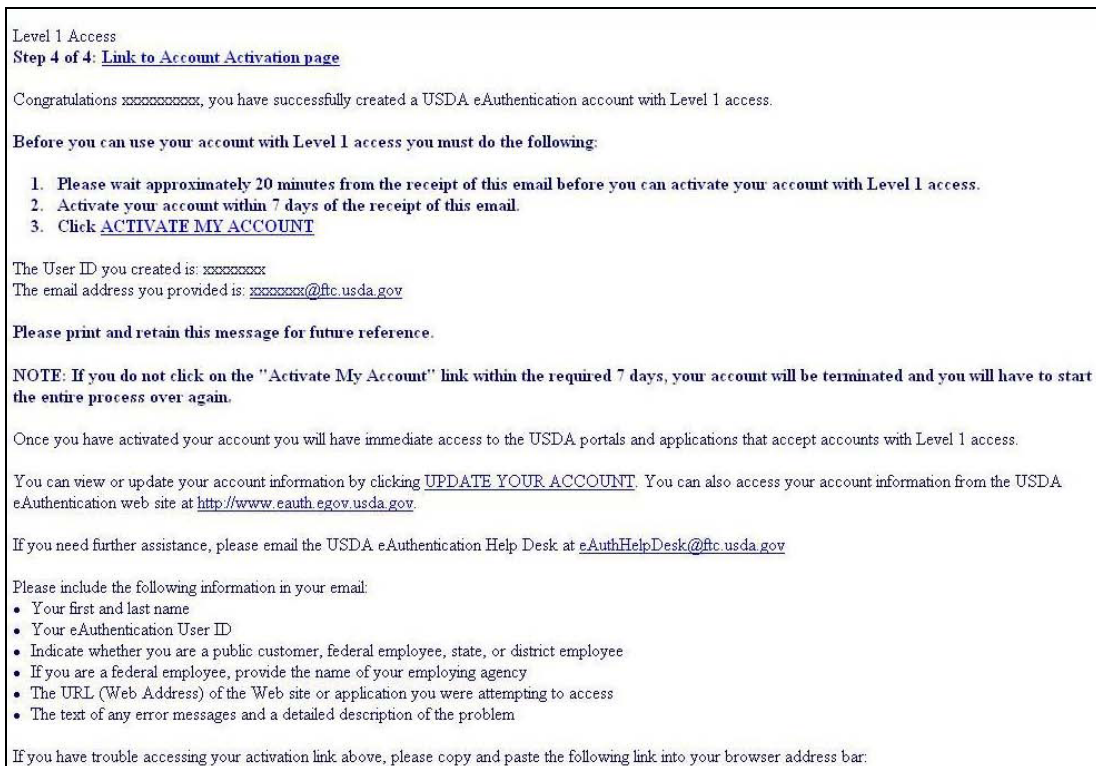


Figure 4: Activation Email

Once you have completed this step, you have a valid **Level 1 access** USDA Account. You will see this confirmation screen:

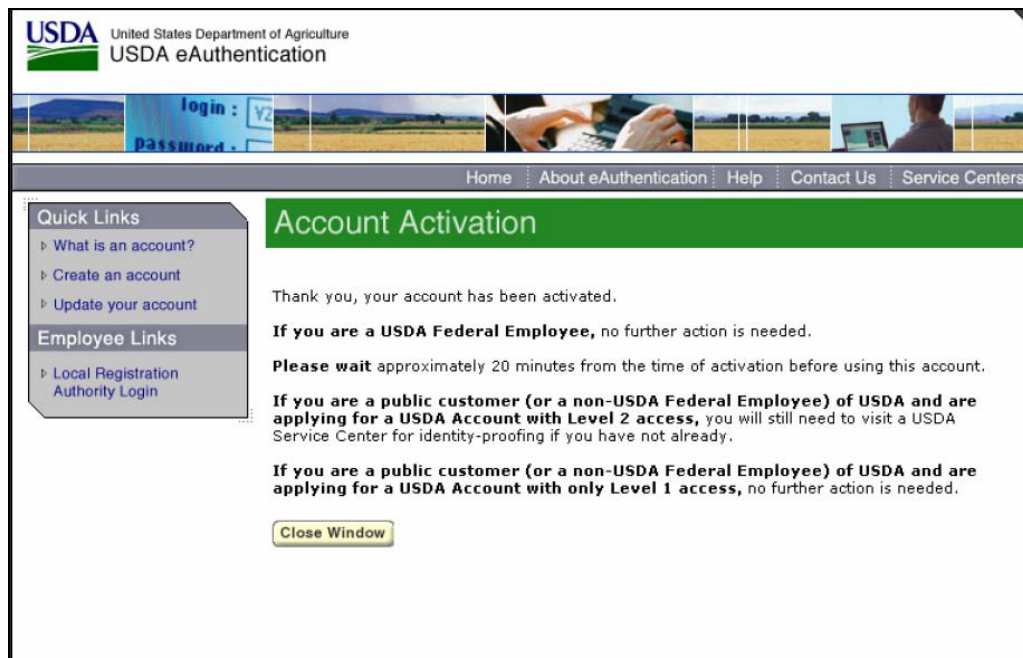


Figure 5: Account Activation

Customer Level 2 Access Self-Registration Process

To obtain a Level 2 USDA eAuthentication credential, all customers must go to <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>.

The five (5) steps to self-register are:

- STEP 1 of 5: Registration Form Completion
- STEP 2 of 5: User Information Verification
- STEP 3 of 5: Activation Instructions Notification
- STEP 4 of 5: Account Activation
- STEP 5 of 5: In-Person Identity Proofing

STEP 1 of 5: Registration Form Completion

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length. Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
Password	<ul style="list-style-type: none">• 9 to 12 characters long• Contains at least one uppercase letter• Contains at least one lowercase letter• Contains at least one number or one of these special characters: ! # - \$ % * = + : ; , ? ~ In addition: <ul style="list-style-type: none">• Your password may not contain your first name, last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers.• Do not use words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.• Your password will expire after 180 days.
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.

Home Address, Home City, and Home State	Please enter your current home address, city, and state.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.
Country	Please select the country you currently reside in.
Mother's Maiden Name:	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN:	Please enter a PIN number
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Security Questions & Answers	Choose security questions from the pull-down list. Then type answers that only you would know.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Phone	Please enter your current home phone.
Alternate Phone	Please enter an alternate phone.

After entering the information on the initial screen, click **Continue**.

Quick Links

[What is an account?](#)

[Create an account](#)

[Update your account](#)

Administrator Links

[Local Registration Authority Login](#)

Create an Account

Form Approved - OMB No. 0503-0014

Create an Account Help

Level 2 Access

Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:

6-20 characters

Password*:

9-12 characters

Click here for additional requirements

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Address*:

City*:

State*:

Home Postal/Zip Code*:

Country Name*:

Email*:

Confirm Email*:

Home Phone:

() -

International Home Phone:

(if applicable)

Alternate Phone:

() -

International Alternate Phone:

(if applicable)

Mother's Maiden Name*:

4 digit PIN*:

NOTE: You cannot use a zero as the first digit

Your Date of Birth*:

mm/dd/yyyy

Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

Click the **Continue** button to go to Step 2

Reset

Continue

Figure 1: Registration Form

STEP 2 of 5: User Information Verification

On the following screen, verify the information and then click **Submit**.

SECURITY CAUTION!

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password and the security questions that you stored - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

STEP 3 of 5: Activation Instructions Notification

After submitting your account information, the following screen informs that an activation email will be issued to you. This activation email will contain instructions for completing the USDA Level 2 Credentialing process. Print this page for your future reference.

The screenshot shows the USDA eAuthentication website. The header includes the USDA logo and the text 'United States Department of Agriculture USDA eAuthentication'. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left side, there is a 'Quick Links' section with links to 'What is an account?', 'Create an account' (highlighted), and 'Update your account'. Below this is an 'Employee Links' section with links to 'Local Registration' and 'Authority Login'. The main content area is titled 'Create an Account' and contains the following text:

Level 2 Access
Step 3 of 4: Print and Check Email
Please print this page for future reference.

Congratulations testFirst testLast, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@usda.gov** with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'.
Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.

The User ID you created is : testdev2
The email address you provided is: testdev2@email.com

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.usda.gov>

NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at **eAuthHelpDesk@usda.gov**. Please provide your User ID, first and last name, and email address.

At the bottom of the page, there is a 'Close Window' button and a footer with links: eAuthentication Home, USDA.gov, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

Figure 2: Activation Instructions

STEP 4 of 5: Account Activation

You must confirm your account by clicking on the *ACTIVATE MY ACCOUNT* link within this email.

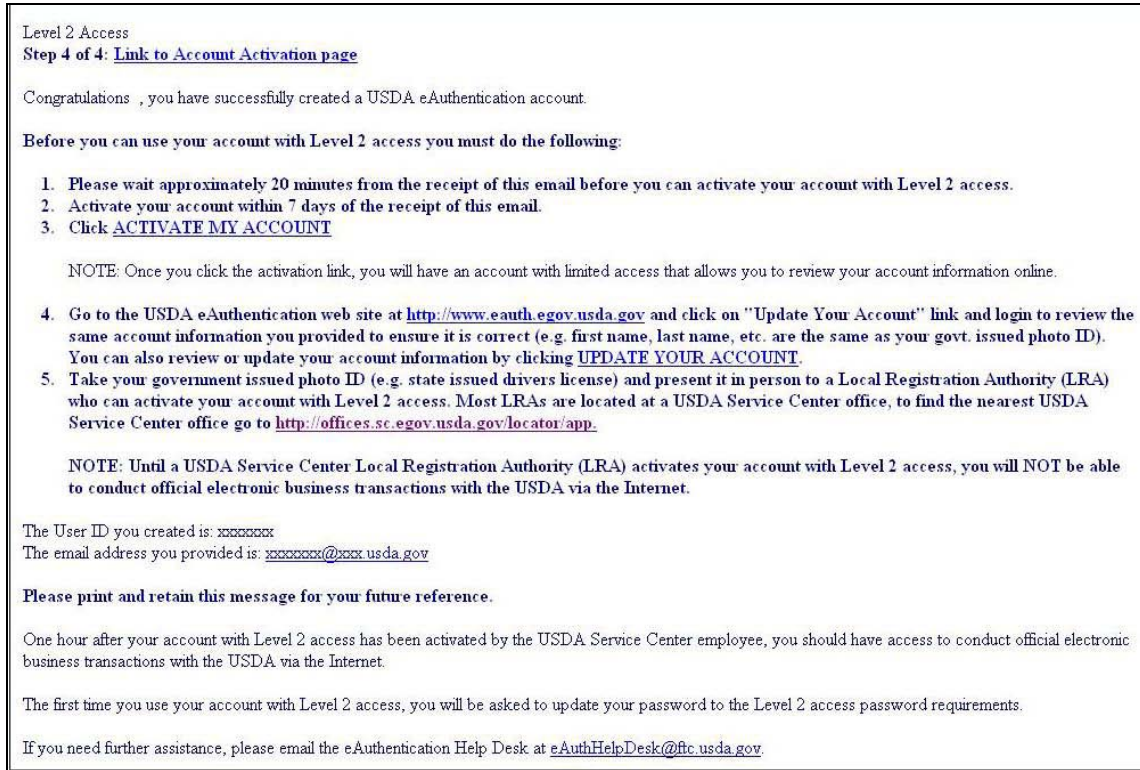


Figure 3: Activation Email

NOTE: Once you have completed this step, you have a valid Level 1 account and will see the following screen. **In order to obtain an activated Level 2 account you will need to complete Step 5.**

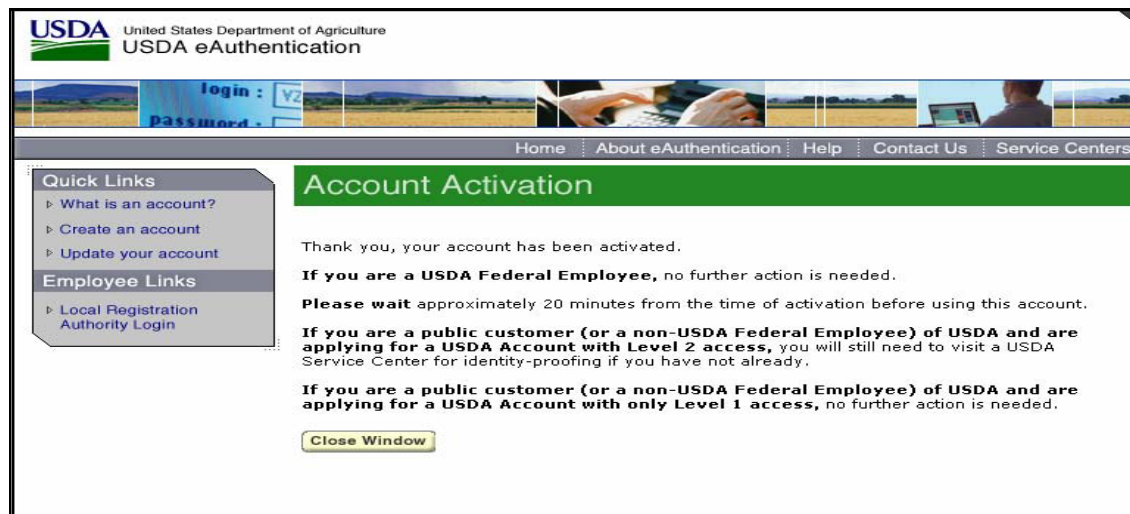


Figure 4: Account Activation

STEP 5 of 5: In-Person Identity Proofing

The final step to obtain Level 2 access will require you to be identity-proofed: take your government-issued photo ID (e.g. state issued drivers license) and present it in person to a USDA Service Center where a USDA employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. To find the nearest USDA Service Center offices go to <http://offices.sc.egov.usda.gov/> . We recommend calling ahead to schedule an appointment.

IMPORTANT NOTE:

Before you visit a USDA Service Center, please verify that all of your information on file with USDA is correct. Incorrect data will result in failure of the in-person Identity Proofing Process. To verify or update your information, go to the eAuthentication web site at www.eauth.egov.usda.gov and click on “Update your account”, then log in with your User ID and password. Select “Modify my profile” and make any needed changes.

Employee Account Self-Registration Process

To obtain an Employee Level 2 USDA eAuthentication account, a USDA federal employee must receive a Registration Invitation email.

Pre-requisites:

1. Your HR record must be completed by your HR representative, and you must have a valid email address.
2. You must receive the Registration Invitation email and click on the link within the email.

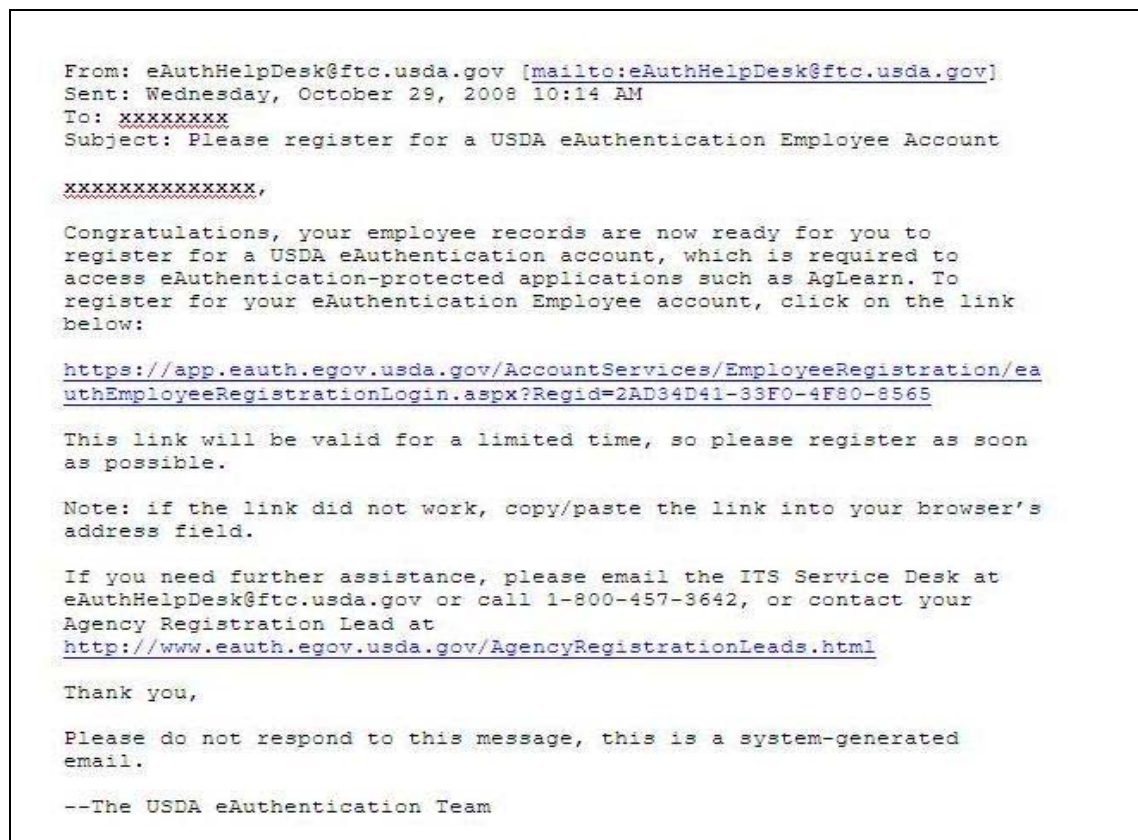


Figure 1: Registration Invitation Email

Once you have clicked on the link within the Registration Invitation, the steps to register are:

- STEP 1 of 6: Credential Verification
- STEP 2 of 6: Employee Verification & User ID Selection
- STEP 3 of 6: Populate Your Security Attributes
- STEP 4 of 6: Confirm Your Security Attributes
- STEP 5 of 6: Password Creation
- STEP 6 of 6: Congratulations Message

STEP 1 of 6: Credential Verification

You are required to fill out the following fields:

DATA POINT	CRITERIA
Last 4 digits of SSN	Please enter the last 4 digits of your Social Security Number
Date of Birth	Please enter your date of birth, using the pull down menus

The screenshot displays the USDA eAuthentication interface. At the top, the USDA logo and 'United States Department of Agriculture USDA eAuthentication' are visible. Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. A 'Quick Links' sidebar on the left includes options like 'What is an account?', 'Create an account', and 'Update your account'. The main content area is titled 'Activate Your Employee Account' and 'Step 1 of 6: Credential Verification'. It contains a 'Continue' button and a 'Date of Birth' field with a dropdown menu. A red box highlights the 'Trusted sites' status bar at the bottom right, which also shows 'SSL Secured'.

Figure 2: Credential Verification Form

After entering the information on the initial screen, click **Continue**.

STEP 2 of 6: Employee Verification & User ID Selection

On the following screen, verify the information that is displayed.

- If your email address is not correct, please close your browser window (click on the red “x”) and contact your Agency Registration Lead for assistance:
<http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html>
- If any of your HR information is not correct, please note which information is not correct and close your browser window (click on the red “x”). Contact your HR rep and ask them to review the items you’ve noted.

- If ALL of your information is correct, create a User ID using your Agency's preferred format. If you do not know your Agency's preferred format, please contact your Agency Registration Lead for assistance:
<http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html>
 - Your User ID must be 6 to 20 characters long. It is not case sensitive and may contain the following characters: . @ _ - (period, "at" sign, underscore, hyphen)
 - Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
 - When finished, click **Continue**.

The screenshot shows a web page titled "Activate Your Employee Account" with a green header. Below the header, it says "Step 2 of 6: Employee Verification & User ID Selection" and "Account Creation Help". The main instruction is "Please verify the information listed below." followed by a list of fields: Agency (NRCS), First Name (Test), Last Name (Newemp), City (Denver), State (CO), and Email (emp1@ftc.usda.gov). Below this, there is a note: "If any of the information on this page is incorrect, please contact your Human Resources representative or Agency Registration Lead." Then, it says "Create your eAuthentication User ID." and "Your User ID must be 6 to 20 characters long. Please ensure that you follow your agency's User ID guidelines." At the bottom, there is a "User ID:" label next to an empty text box, and a "Continue" button in the bottom right corner.

Activate Your Employee Account

Step 2 of 6: Employee Verification & User ID Selection [Account Creation Help](#)

Please verify the information listed below.

Agency: NRCS
First Name: Test
Last Name: Newemp
City: Denver
State: CO
Email: emp1@ftc.usda.gov

If any of the information on this page is incorrect, please contact your Human Resources representative or [Agency Registration Lead](#).

Create your eAuthentication User ID.
Your User ID must be 6 to 20 characters long.
Please ensure that you follow your agency's User ID guidelines.

User ID:

Continue

Figure 3: Employee Verification & User ID Selection

STEP 3 of 6: Populate Your Security Attributes

On the next screen, you are required to fill out the following fields:

DATA POINT	CRITERIA
Questions	Select 4 different security questions using the pull-down menus.
Answers	Type an answer that only you would know (i.e., information that is non-researchable.) Answers are not case sensitive, however spaces and spelling do matter, so please enter something that is easy to remember.
Mother's Maiden Name	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN	Please enter a 4 digit PIN number. Note: You cannot use a zero "0" as the first digit.

Activate Your Employee Account

Step 3 of 6: Security Attributes [Account Creation Help](#)

User ID: Newemp_1234

Please choose four different security questions and provide answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.

Questions	Answers
1. <<Please Select a Question>>	<input type="text"/>
2. <<Please Select a Question>>	<input type="text"/>
3. <<Please Select a Question>>	<input type="text"/>
4. What is the name of your first pet?	<input type="text"/>

Please fill out the following fields (should you need to contact the ITS Service Desk, they may request this information):

4-digit PIN:

Mother's Maiden Name:

[Back](#) [Continue](#)

Figure 4: Employee Verification & User ID Selection

After entering the information, click **Continue**.

STEP 4 of 6: Confirm Your Security Attributes

Verify the information that you entered and click **Continue**. To change any of the information click on the **Back** button.

Activate Your Employee Account

Step 4 of 6: Confirm your Security Attributes [Account Creation Help](#)

User ID: Newemp_1234

Please review your four security questions and answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.

Questions	Answers
1. What city was your first job in?	Denver
2. What was the make of your first vehicle?	Toyota
3. What is your best friend's last name?	Jones
4. What was your high school mascot?	Cougar

Please review the following fields (should you need to contact the ITS Service Desk, they may request this information):

4-digit PIN: 9874

Mother's Maiden Name: Smith

Back **Continue**

Figure 5: Confirm Your Security Attributes

STEP 5 of 6: Password Creation

Please create a password for your account in accordance with the guidelines.

DATA POINT	CRITERIA
Password	<ul style="list-style-type: none">• 9 to 12 characters long• Contains at least one uppercase letter• Contains at least one lowercase letter• Contains a number or a special character: ! # - \$ % * = + : ; , ? ~• May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions / answers.• May not contain words that can be found in a dictionary, spaces, tabs, or special characters not listed above.
Confirm Password	Re-type your password

Activate Your Employee Account

Step 5 of 6: Password Creation [Account Creation Help](#)

Please create a password for your USDA eAuthentication account.

It **must** follow these rules to be accepted:

- 9 to 12 characters long
- At least **1** of these characters:
0 1 2 3 4 5 6 7 8 9
! # - \$ % * = + : ; , ? ~
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)

Restricted Information (Do Not Use)

- Dictionary Words
- Profile Information:
Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.

For additional recommendations regarding passwords, [click here](#).

Password:

Confirm Password:

[Back](#) [Continue](#)


Figure 6: Password Creation

After entering the information, click on **Continue**.


STEP 6 of 6: Congratulations Message

In the final step, you will receive a “Congratulations” message on the screen. Your Employee account is now active. You will also receive an email message confirming the creation of your account.

Note: We recommend waiting 10 minutes before you attempt to log in to other websites, to allow for system propagation.



United States Department of Agriculture
USDA eAuthentication



Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

Activate Your Employee Account

Step 6 of 6: Congratulations[Account Creation Help](#)

Congratulations!

You have successfully created your eAuthentication account.

You should receive an email within an hour confirming the creation of your account.

You may also login immediately by using this link: <http://www.dev.eauth.egov.usda.gov>

If you need any assistance with the USDA eAuthentication system, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov.

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Figure 7: Congratulations Message

Additional assistance

For additional assistance with the eAuthentication account self-registration process, please contact the ITS Service Desk at: eAuthHelpDesk@ftc.usda.gov

Please include:

- Your name and contact information
- Agency (if you are a USDA federal employee)
- Description of the issue:
 - Type of account you are trying to create (Level 1 Customer, Level 2 Customer, or Employee account)
 - If you have received an error message, please also include the exact text of the error message.